

PROJECT ARCHITECT

PURPOSE: Provide architectural services to the City of Duluth

FUNCTIONAL AREAS: Under direction of the City Architect

1. Manage and coordinate the design and construction of projects of City-owned facilities.
 - *A. Manage City contracts with professional design consultants to assure complete architectural services are provided.
 - *B. Confer with consultants in order to develop feasibility studies, financial analysis, site selection, building and program design.
 - *C. Analyze project needs, program requirements, and human factors involved in capital improvement project development.
 - *D. Study project sites and determine most effective development to serve program needs.
 - *E. Confer with individuals and groups in order to finalize a building program.
 - *F. Analyze building codes and zoning regulations in order to prepare bidding documents.
 - *G. Provide public information regarding project cost, design, materials, equipment and estimated schedules.
 - *H. Prepare facility design programs, schematics, and design development drawings.
 - *I. Integrate structural, mechanical, and electrical elements into a unified design in order to secure approval of a project.
 - *J. Develop project specifications.
 - *K. Prepare and approve final construction bidding documents.
 - *L. Assist in qualifying project bidders.
 - *M. Assist in obtaining consultant qualification proposals.
 - *N. Advise management on the award of design and construction contracts.
 - *O. Review and approve shop drawings.
 - *P. Prepare required supplementary drawings.
 - *Q. Review contractor's requests for payment.
 - *R. Advise management regarding progress and quality of construction projects.
 - *S. Issue construction change orders.
 - *T. Coordinate and attend construction meetings.
 - *V. Approve certificates of construction completion.

JOB REQUIREMENTS

Education and Experience Requirements

- **A. Graduation from an accredited college or university with a degree in architecture and five (5) years' post-registration experience as an architect.

License Requirement

- **A. Registration as an architect in the State of Minnesota.

Knowledge Requirement

- **A. Knowledge of the architectural and planning process to include principles of architectural design, environmental design and site planning.
- **B. Knowledge of the Uniform Building Code.
- C. Knowledge of applicable City of Duluth codes and zoning ordinances.
- **D. Knowledge of current management techniques.
- **E. Knowledge of budgeting methods and practices.
- **F. Knowledge of the principles, methods, equipment, and materials used in construction.
- **G. Knowledge of regulatory agencies and their rules affecting design and construction.
- **H. Knowledge of safety principles and practices.

Skill Requirements

- **A. Skill in the operation of personal computer to include word processing, spread sheet, and CAD software systems.
- **B. Skill in communicating logically and accurately in oral and written forms.

Ability Requirements

- **A. Ability to estimate construction costs.
- **B. Ability to prepare specifications, technical reports, resolutions, and petitions.
- **C. Ability to perform design and layout work.
- **D. Ability to establish and maintain effective working relationships with co-workers, outside agencies, contractors, consultants, and the general public.
- **E. Ability to transport oneself to, from and around sites of projects and sites of public meetings.
- **F. Ability to transport (usually by lifting and carrying) materials and equipment weighing up to 10 pounds per load for presentation at public meetings.

* Essential functions of the job.

** Job requirements necessary on the first day of employment.

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